

ROUTING AND TRANSMITTAL SLIP

7 SEP 1982

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EO/DDA		R	7 Sep
2. DDA			8 SEP 1982
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

DDA REGISTRY

FILE: 30-7

cc: DDA/MS

done on 7 SEP 1982

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
FORM 41-010 501-11.206

★ GPO : 1981 O - 361-529 (148)

7 September 19

NOTE FOR: DDA

SUBJECT: FY 1985 Budget Hearings

DD/A Registry

83-4109

Harry:

As noted in the 1985 Program and Budget Call (Page 40, Par. 3), the ICS/OMB will schedule hearings on the Agency's 1985 budget in the late September/early October 1983 period. It is important that your senior program managers be available during this period to participate in these hearings. I suggest that you may wish to remind your Office Directors of the upcoming Hearings and the importance you (and we) attach to their role in explaining and defending their 1985 resource needs.

As you know, the 1985 Budget Estimates will be forwarded to the ICS and OMB Staffs on 15 September 1983. About this same time we will get to you copies of the total budget along with copies of the pertinent portions of the budget for each of your offices. We urge that your Office Directors--and others who attend/participate in the Hearings--be familiar with not only the specifics included in their portion of the budget, but also the more detailed data included in their submission to this office.

We will get to you information on dates and times for the Hearings as soon as the ICS and OMB representatives decide on a schedule. Also, we will provide additional information, including any particular areas of special interest, when specifics are available. As in the past, both [redacted] and I will sit in on the Hearings and will be glad to assist in any way possible.

[redacted]
C/Admin Group

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